



24 July 2017

Fisheries General  
Memorandum Order No. **2017-005**  
Series of 2017

**Subject: Administrative Guidelines on the Issuance of Export Commodity Clearance (ECC) for Fish and Fishery Aquatic Products (Frozen, Fresh, Chilled, Live, Dried, Shells and Shell Crafts)**

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Pursuant to Republic Act 8550, Sections 61 and 67, BFAR is duly mandated to implement diverse policies to regulate and control the exportation of fish and fishery aquatic products towards global competitiveness in terms of food safety and SPS compliance of products going out of the country.

To better facilitate the regulatory function of BFAR-FIQD, the following guidelines on the ECC issuance shall be strictly observed to deliver a quality front-line service, viz:

**1. Submission of Complete Requirements and Supporting Documents**

Only those ECC applications with complete requirements and other valid supporting documents will be processed.

- a.) Updated BFAR Registration
- b.) Duly accomplished application form (with original printed name and signature of applicant or authorized representative)
- c.) Copy of Export Declaration (with original printed name and signature of applicant in airfreight) or E2M (sea freight)
- d.) Commercial or Proforma invoice with original printed name and signature of the applicant or authorized representative (7-days validity)
- e.) Health Certificate/ Quarantine Certificate (as may be required by the importing country)
- f.) Local Transport Permit(LTP)/ Domestic Clearance
- g.) BFAR Aquaculture Farm Registration of LGU Certification (proof of source for traceability purposes)
- h.) Sample of items to be shipped out (for shell crafts and dried fish) for identification purposes

2. **Maximum Issuances per Day**

To facilitate the release of all ECC based on the prescribed processing time of 20 minutes (Citizens Charter); the maximum number of applicants that will be released within the day is 250 ECC's except for extreme and urgent cases.

3. **Cut-off Time for ECC Application**

The cut-off time for the acceptance of ECC application filed and to be released within the day is 2:00 PM. Late application for ECC may be accepted after 2PM and will be released the following day.

4. **Designation of Authorized Document Processor**

All document processors are require to submit a copy of a valid and updated Authorization letter with attached photocopy of ID of the authorized personnel for signature verification, or Special Power of Attorney. In house processor must update authorization every 6 months, while broker or forwarders must update every month.

This Memorandum Order shall take effect immediately and shall remain in force except revoked in writing.



**COMMODORE EDUARDO B GONGONA PCG (Ret)**  
BFAR Director